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| *Reigate School*Job Profile |
| **Post: Assistant SENCO****Grade: Surrey S6 36 hours per week, 42 weeks of the year (term time plus 3 weeks)** |
| **Job context:**This job profile recognises the requirements of the current Pay and Conditions documents and reflects the vision, aims and policies established by the Governors of the school. |
| **Line managed by**: Assistant Headteacher – SENCO |
| **Job purpose*** to assist in leading and managing the provision of special educational needs
* to support high quality inclusive learning, teaching and behaviour
* to support high standards of achievement and progress for all students of SEND
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| **Key accountabilities and tasks*****To assist the SENCO in leading the provision for special educational needs within the school, promoting an inclusive curriculum, by:**** ensuring a robust process of identifying students’ needs.
* ensuring the SEND register is kept up-to-date and that staff are informed of students’ special educational needs.
* monitoring the progress of SEND students by gathering regular information and analysing data.
* creating and implementing effective plans of action to support students where necessary.
* mapping the provision for SEND students.
* overseeing the production, review and use of student profiles.
* ensuring SEND admin is up-to-date and fit for purpose.
* assisting in the production of paperwork for annual reviews and for transition to the next phase of education.
* managing a team of teaching assistants (known as Personal Achievement Coaches and Learning Mentors) on a day-to-day basis and allocating support time effectively.
* identifying and informing the SENCO of staff training and development needs.
* managing, and developing where necessary, appropriate resources for Special Needs, ensuring they are used efficiently and effectively.
* providing guidance to teaching staff on the choice of appropriate teaching and learning methods for SEND students to progress.
* communicating effectively with parents/carers of SEND students by holding meetings, writing letters, making telephone calls and keeping records of these.
* communicating with and making referrals to outside agencies.
* coordinating actions resulting from meetings with different stakeholders.
* working with the Exams Officer to ensure students receive entitled exam support and manage the concessions arrangements during formal examination periods.
* deputising for the SENCO when required.
* supporting the SENCO in devising, implementing and updating of SEND policies that reflect the school’s commitment to high achievement and aspirations, and outstanding learning and teaching.
* carrying out other reasonable duties commensurate with the post as required and as directed by the Headteacher or Line Manager.
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| **Qualifications and Experience**Essential* GCSE or equivalent in Maths and English
* Experience of working in a SEND setting
* Good understanding of the SEND Code of Practice 2015
* Knowledge of strategies to support students with SEND

Desirable* Evidence of further education or training in SEN teaching/support/provision
* Previous management experience
* Degree
* QTS
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| **Skills*** Excellent organisational skills and the ability to meet deadlines
* Highly effective communication skills, both written and oral
* Commitment to raising attainment and aspirations of students
* Ability to work as a member of a team and to manage others
* Excellent inter-personal skills
* Ability to analyse data
* Ability to write concise reports, drawing together information from a range of sources
* Confident in using ICT (Word, Excel, SIMS)
* Ability to motivate students to learn
* Ability to implement strategies to enhance student learning
* Ability to provide appropriate support to colleagues
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| **Personal Qualities*** To be hardworking and committed
* To have an interest in children and how they learn
* To be approachable
* To be able to work effectively and sensitively with students and colleagues
* To have a ‘can do’ attitude with high expectations of what children and staff can achieve
* To be adaptable, flexible and responsive to change
* To be enthusiastic, innovative and have the ability to motivate others
* To display a professional manner in a range of contexts
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**Reigate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any successful applicants will be required to undertake a Disclosure check by the Criminal Records Bureau.**